

# SCHOOL BUS DRIVER TRAINING REPORT

Driver's Name: _____	School Division: _____
Driver's Email: _____	Area or Office: _____
Driver's License #: _____	Date: _____
Date of Birth: _____	

V10.24.13

☐ New Report  
☐ Supplementary Report

Pre-employment Requirements	Date Received or Verified	Received By	Notes
1) Criminal History Check			
2) Child Protective Services Check			
3) Drug/Alcohol Testing			
4) DMV Records			
5) Licensing			
6) Age and Experience			
7) Physical Examination			
8) Tuberculosis Test			
9) Character Statements			

CLASSROOM TRAINING	Minimum of 24 hours Total. All Units Must Be Covered					
UNIT	DATE	INSTRUCTOR	START TIME	BREAKS	END TIME	TOTAL TIME
A. Driver's Roles and Responsibilities						
B. Passenger Conduct						
C. Pre-Trip						
D. Driving Fundamentals						
E. Passenger Loading and Unloading / Post-trip						
F. Accidents and Emergencies						
G. Detecting Hazards						
H. Transit Buses						
Special Needs Units						
Total Time						
Cumulative Time (minus breaks)						

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**Driver Assessment:** This form indicates progress made by the trainee. Please check the appropriate box for the subject matter listed in form below.

**(E) Exemplary-** In addition to showing proficiency, the trainee consistently demonstrates extensive knowledge of the subject matter.

**(P) Proficient** - The trainee demonstrates an understanding of the curriculum, and subject content.

**(N) Developing/Needs Improvement-** The trainee inconsistently demonstrates understanding of the curriculum, content, or procedure.

**(U) Unacceptable-** The trainee fails to exhibit understanding of the curriculum, its content, fails to follow instructions or procedure.

Unit A: Driver's Role and Responsibilities:	(E)	(P)	(N)	(U)
The trainee is able to:				
1. state the importance of the school bus driver				
2. describe the responsibilities of a school bus driver				
3. state the requirements of a Virginia school bus driver				
Comments:				
Unit B: Passenger Conduct	(E)	(P)	(N)	(U)
The trainee is able to:				
1. describe the importance of good student conduct				
2. identify local policies regarding discipline and documentation				
3. identify risk situations for drivers				
4. promote and maintain "good behavior" on the school bus				
Comments:				
Unit C: Pre-trip Responsibilities	(E)	(P)	(N)	(U)
The trainee is able to:				
1. inspect school bus warning devices				
2. describe and identify school bus mechanical devices				
3. identify defects				
4. inspect interior and exterior items				
Comments:				
Unit D: Driving Fundamentals	(E)	(P)	(N)	(U)
The trainee is able to:				
1. compare and contrast the size and dimensions of various school buses				
2. understand the importance of using proper driving techniques				
3. understand Virginia traffic laws regarding pupil transportation				
4. identify potential dangers when operating a bus				
Comments:				

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Unit E: Loading and Unloading	(E)	(P)	(N)	(U)
The trainee is able to:				
1. state and perform proper loading and unloading processes				
2. describe student procedures during the loading and unloading process				
3. identify the "Danger Zone"				
4. understand laws related to loading and unloading				
5. describe and perform a post trip inspection				
Comments:				
Unit F: Accidents and Emergencies	(E)	(P)	(N)	(U)
The trainee is able to:				
1. identify contributing factors related to accidents				
2. describe and perform proper post accident procedures				
3. describe and perform evacuation procedures during an accident				
Comments:				
Unit G: Detecting Hazards	(E)	(P)	(N)	(U)
The trainee is able to:				
1. describe and perform various techniques in detecting hazards				
2. describe and perform observation techniques				
3. perform and respond to emergencies caused by road hazards				
Comments:				
Unit H: Transit Buses	(E)	(P)	(N)	(U)
The trainee is able to:				
1. compare and contrast the dimensions of a transit school bus				
2. identify the differences of the transit school bus versus conventional				
3. define and describe the characteristics and handling of transit school buses				
Comments:				
Special Needs	(E)	(P)	(N)	(U)
The trainee understands the material in the following units:				
1. The Challenge of Transporting Children with Special Needs				
2. Characteristics of Children with Special Needs				
3. Legal Aspects of Transporting Children with Special Needs				
4. Communication is Critical for Special Needs Bus Drivers				
5. Behavior Management Strategies for Children with Special Needs				
6. Safe Loading and Transportation of Children Using Adaptive Equipment				
7. Special Preparation for Emergencies				
8. Unique Responsibilities of Drivers of Special Children				
9. The Importance of Documentation				
10. Personal Protection				
Comments:				